



## **Finance and Administration support officer (based in Brussels)**

### **Convention d'immersion professionnelle**

#### **Full time role, for 6 months.**

EAPN is looking to work with an enthusiastic recent graduate, with experience and understanding of NGO finances and administration. We have an exciting 6 month opening within our Finance and on Admin Team, in the framework of the 'Convention d'immersion professionnelle' (details [here](#)). This is a full time role, for 6 months.

#### **Main tasks and responsibilities**

- Support the financial management of EAPN
- Support EAPN's administration

#### **Supporting the financial management**

- Liaise with members regarding reimbursement claims
- Support the Finance and Admin Manager with national contracts (we have more than 20 contracts with our national networks)
- Other financial tasks as agreed with the Finance and Admin Manager

#### **Support EAPN's administration**

- Provide support for major EAPN events (travel arrangements, preparation of badges, folders, tabletops, attendance sheets, follow-up reimbursement claims, etc)
- Updating databases and contact lists
- Supporting the daily routine of the administrative office work: picking up the mail, answering the phone, updating the outlook calendar, etc.

#### **Other**

- Any other relevant tasks assigned
- 

#### **Skills required**

- Excellent written and spoken English. French is desirable.
- Good understanding of online tools and platforms (Microsoft office, excel, google docs)
- Experience in financial administration
- Experience in event organisation
- Constructive team worker, open to perform other tasks that the daily life of an organization entails.
- Interest in NGOs and political issues surrounding poverty, inequality and social exclusion
- Ability to follow up on decisions

- Ability to work as part of a multi-cultural team

**To apply**

Please send a 1 page cover letter and CV to [<sigrid.dahmen@eapn.eu>](mailto:sigrid.dahmen@eapn.eu) by 31 July 2018. Please also complete the [self-assessment form](#) for this role, being sure to follow the instructions.

In the subject of your email, please include the title of the role and where you heard about this role.

Interviews will be held in early August, with an aim for the selected candidate to start as soon as possible.